



PROGRAM SUPPORT HR TIPS

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No. 5

REPORTING BOARD MEMBERS

Why do I have to report my board members to Civil Service?

According to the [Louisiana Constitution - Article 10.2 \(B\) 5](#), board members and commissioners are considered part of the Unclassified Service for the State of Louisiana, and are subject to the reporting requirements of State Civil Service. This constitution has been adopted under [Civil Service 4.1 \(C\) 4](#).

What information do I need to submit when reporting board members for the first time?

Assuring first that there is a position created in ISIS and the position is vacant; you will need to submit a [Board and Commission Reporting Form](#) to Civil Service. Please contact your Civil Service Analyst for assistance. If no position numbers exist for your board members, please submit a [Program Support Agency Position Action Form](#) for each position to be created.

Do I need to inform Civil Service of any change of status regarding the board members?

Yes, you should submit a [Board and Commission Reporting Form](#) for any of the following changes that may occur:

- Separation
- Position Change
- Extension of Appointment
- New to the Board

NOTES

Social Security numbers and birthdates are preferred, but not required when submitting paperwork on board members to Civil Service.

If you have already submitted your board members on the regular personnel action form, there is no need for you to complete it again unless something has changed.

We hope this **HR Tip** has been helpful to you. If you have any questions please contact Betty Davis at (225) 342-8295 or betty.l.davis@la.gov